

## **JOB OPPORTUNITY**

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Posting Date

### **MASSACHUSETTS TRIAL COURT**

#### **Job Description and Qualifications for FISCAL ASSISTANT SERIES**

**All Applications must be received by:**

#### **SUMMARY OF SERIES:**

Working within an Departmental Administrative Office or a department within the Administrative Office of the Trial Court with its own budget line-item, the Fiscal Assistant supports the fiscal staff in performing a variety of fiscal and administrative responsibilities. The Fiscal Assistant also provides clerical support as needed. The position title above the entry level requires the performance of increasingly more responsible work which requires more knowledge of fiscal and administrative policies and the exercise of more independent judgment. Employees are hired at the entry level position title and are eligible for reclassification to the higher level position title within this series consistent with the specifications for the higher level position title. The position title reverts to the entry level when there is a vacancy.

#### **ORGANIZATIONAL LEVEL:**

**Fiscal Assistant I** - This is the entry level position title within this series. Employees at this level are expected to perform a variety standard fiscal and administrative duties related to timekeeping, purchasing, billing, and administrative matters as needed.

**Fiscal Specialist II** - This is the second level position title within this series. Employees at this second level are expected to perform more complex fiscal duties in the areas of payroll, timekeeping, purchasing, and billing. Employees at this level require less supervision and may work independently in a satellite office.

#### **MAJOR DUTIES:**

##### **Fiscal Assistant I Duties:**

Responsible for maintaining time and attendance for office staff.

Responsible for assisting with the preparation of payment vouchers for submission.

Performs purchasing for an routine office supplies and equipment. Maintains files for purchase order requests.

Assists in the preparation of payment vouchers and other fiscal documents required to pay

vendors for goods and services.

Provides administrative support as needed.

Performs related duties as required.

**Fiscal Assistant II Duties:**

Performs basic payroll data entry and is responsible for time and attendance.

Responsible for the purchasing non-routine office supplies departmental equipment.

Assists with the budgetary control register and prepares and files the monthly expenditure reports.

Provides administrative support for programs and operations performed within the office.

Assists fiscal staff on special projects.

Assists in maintaining data bases to monitoring fiscal and administrative activities.

Performs all of the duties of the lower level of this series.

**POSITION REQUIREMENTS:**

**Fiscal Specialist I Requirements:**

High School Diploma with up to two years experience in accounting or office management. Associates Degree preferred.

Knowledge of bookkeeping, account, and other administrative procedures.

Strong organizational and administrative skills.

Ability to work professionally with judges, court officials, court personnel, and the general public.

Ability to communicate effectively.

Demonstrated ability to use personal computers, including MS-DOS and Windows environments, word processing and spreadsheets.

Ability to type accurately and to effectively draft correspondence.

**Additional Fiscal Assistant II Requirements:**

A minimum of three years of experience as Fiscal Assistant I or related Trial Court position.

Considerable knowledge of Trial Court fiscal and administrative policies and procedures.

Considerable experience performing time and attendance as well as basic payroll functions.

Demonstrated ability to identify problems and to propose feasible solutions.

Demonstrated ability to perform duties with minimal supervision and to exercise independent judgment.

**SALARY RANGE:**

Completed applications should be forwarded to:

Applications for Employment are available at all court locations and at the Administrative Office.

**AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER**